

KAP CHECK LIST

Kansas 4-H Award Portfolio for Pottawatomie County Judging

The following list is to help you review your own project KAP before submitting it to the Pottawatomie County Extension Office for county award judging:

1. Cover
 - a. Use a cover of any type for your portfolio which will secure the pages so they do not fall out. *Note: Suggested cover is a ½ inch 3 ring binder.*
 - b. No plastic sleeves, no dividers, no table of contents.
 - c. Label the front of the cover with the following in this order
Your Name, County, Club, Project

2. Assemble the information in this order *(all are one side of page only)*:
 - Personal Page
 - 4-H Story
 - Kansas Award Portfolio (KAP) Form
 - Photographs Page 1 – Project
 - Photographs Page 2 – Leadership
 - Photographs Page 3 – Citizenship
 - Permanent Record for Current Year *(Note: previous years may be included)*

3. Signatures of 4-H'er, Parent, and Community Leader
 - a. Three signatures on personal page
 - b. Three signatures on KAP *(Intermediate and Senior Division only)*

4. 4-H Story
 - a. Title: "4-H Story" at top of the page.
 - b. Paper: 8 ½ x 11 inch white paper. One side of page only.
 - c. Margins: Top, Right & Bottom is 1 inch
Left is 1 ½ inch
 - d. Font: Minimum 10 point, prefer larger *(if handwritten, must be legible)*
 - e. Double spaced
 - f. Maximum six pages
 - g. The 4-H Story for the KAP (Kansas Award Portfolio) focuses on ONE project. Other projects may be mentioned if they relate.